

[Deputy Secretary of the Interior Letterhead (see Figure A-13)]

Honorable Dianne Feinstein
United States Senate
Washington, D.C. 20510

Dear Senator Feinstein:

This is an example of a Congressional letter for the signature of Deputy Secretary of the Interior.

All letters are typed in Times New Roman – 12 pt, single-spaced, double-spaced between paragraphs. Use left side justification only. The “In Reply Refer To:” block is not typed on this correspondence.

When writing to the chairman of a congressional committee or subcommittee, he or she is addressed as “Dear Mr. Or Madam Chairman.” When writing to a congressional subcommittee, always include the name of the committee in the address.

Sincerely,

J. Steven Griles
Deputy Secretary

cc: Secretary Surname (Yellow letterhead with copy of incoming and enclosure)
ES (3) (White letterhead - xerox with copies of incoming and enclosure)
AS/WS (3) (White letterhead - xerox, 2 with copies of incoming and enclosure)
CL/WS (2) (White letterhead - xerox with copies of incoming and enclosure)
OCL (White letterhead - xerox with copy of incoming and enclosure)
Director’s Files, MS 114 (White letterhead - xerox with copy of incoming and enclosure)
Director’s Chron (2), MS 114 (White letterhead - xerox w/o copy of incoming and enclosure)
CL - MS 112 (White letterhead - xerox with copy of incoming and enclosure)
Div. Files, MS (White letterhead - xerox with copies of incoming and enclosure)
Office Files (as appropriate)

USGS:Water:RRyan:tb>Date:(703)648-1111:#20020000:file name

FIGURE A-24a
CONGRESSIONAL LETTER FOR SIGNATURE OF THE DEPUTY SECRETARY